



## Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Missouri Office of Homeland Security

Division: Office of the Director

Sub-Section:

**TITLE:** Training Files

**CUTOFF:**EOCY

**DESCRIPTION:** Documentation of individual's training and education to meet certification requirements for the Missouri Office of Homeland Security, including, but not limited to Incidents of Mass Consequence (ICS) training, Weapons of Mass Destruction (WMD) training and Incident Command System (ICS) training. Files contain student applications, student rosters, course evaluations, agendas, instructor information and expense reports from the course.

**RETENTION:** Years: 50 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23807

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/13/2013